



2019 Rental Checklist

Client Name		Phone:	
Postal Address		Email:	

Property Title :	
Address of Property	Number of months the property was rented / available for rent:
Rental Income and Expenditure	
Please supply Bank Statements clearly identifying and detailing all transactions that relate to the rental properties. And details of any expense paid outside bank account. Or	<input type="checkbox"/>
List of Total Rent Received	\$ _____
Expenses:	
• Advertising	\$ _____
• Bank Charges	\$ _____
• Body Corporate fees	\$ _____
• Insurance	\$ _____
• Interest	\$ _____
• Lawn & Grounds Maintenance	\$ _____
• Legal Fees	\$ _____
• Loan Fees	\$ _____
• Mortgage Repayment Insurance	\$ _____
• Property Management Fees	\$ _____
• Rates and Water Rates	\$ _____
• Repairs and Maintenance	\$ _____
• Telephone expenses	\$ _____
• Travel Expenses	\$ _____
• Valuation Fees for Refinancing	\$ _____
• Other Expenses (provide details if amount is significant)	\$ _____
Please attach or include with your information:	
<ul style="list-style-type: none"> • Property Management statements • Loan/Mortgage statements • Invoices for assets purchased or sold during the year • Invoices for repairs over \$500 • Total Kilometres travelled for rental property purposes • Solicitor's settlement statements for property purchased and/or sold during the year • Independent or Government Valuations of property purchased during the year • Copies of invoices for legal fees • Chattels Valuation if available • Bright-line test – check if you have to pay tax 	